



Job Announcement

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OPEN TO CURRENT DISTRICT COURT BAILIFFS ONLY

Opening Date:	June 11, 2015	Closing Date:	June 25, 2015
Job Title:	Lead Bailiff	Position Type:	Contractual Full Time
PIN:	704000	FLSA Status:	Non-Exempt
Location:	District 4, Charles County LaPlata, Maryland	Salary:	\$18.82 per hour
		Financial Disclosure:	No

Essential Functions: Responsible for the overall security operation of the courthouse located in District 4, Charles County by providing the day-to-day guidance, direction, scheduling and assignments of bailiffs. Work involves ensuring the safety of visitors, judges, employees and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Inspects facility and security equipment, limiting security threats and breaches. Participates in the hiring and disciplinary actions of subordinate staff. Reports to a Supervising Bailiff or other supervisor designated by the Administrative Clerk.

Education: High school diploma/GED **and MUST be a graduate of a Police Training Academy.**

Experience: One year of experience as a District Court Bailiff.

Skills/Abilities: Knowledge of laws of arrest and arrest procedures and techniques. Knowledge of District Court security procedures. Ability to recognize and diffuse difficult situations by taking appropriate action promptly. Ability to coordinate staffing needs and accept direction from supervisory staff. Ability to work independently of the supervising bailiff. Ability to communicate effectively with team, judicial staff and general public. Ability to obtain certification in first aid and CPR/IAD. Ability to defend themselves against and/or engage in physical contact with disorderly or combative persons. Ability to stand or sit for long periods of time. Ability to operate a PC and standard office equipment. Ability to use word processing applications and Lotus Notes. Ability to deal politely and professionally with co-workers and members of the bench and other agencies. Ability to organize and work well with others. Ability to be courteous and tactful with citizens and co-workers, and willingness to assist the public and co-workers as needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave, Bldg A1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.